

St James' C.E. Primary School

Part of the Diocese of Chelmsford Vine Schools Trust



Safeguarding Policy

DESIGNATED SAFEGUARDING LEAD:	Gina Bailey
DEPUTY DESIGNATED SAFEGUARDING LEAD:	Casey Cox Nkechi Osakwe Melanie Greig Celina Walsham
DESIGNATED SAFEGUARDING GOVERNOR:	Ann Bard

	Date	Review frequency/comments
This issue	December 2019	
Approved by	Governing Body	
Ratified by Governing Body		
Author	Mrs Gina Bailey	
Next review date	December 2020	

Updated June 2020 by GB

Key Safeguarding Contacts

Name	Responsibility	Contact Details
Gina Bailey	Designated Safeguarding Lead	01279 432459 head@stjames-ceap-harlow.essex.sch.uk
Casey Cox Nkechi Osakwe Melanie Greig Celina Walsham	Deputy Designated Safeguarding Leads	01279 432459 hos@stjames-ceap-harlow.essex.sch.uk nosakwe@stjames-ceap-harlow.essex.sch.uk mgreig@stjames-ceap-harlow.essex.sch.uk inclusion@stjames-ceap-harlow.essex.sch.uk
Ann Bard	Chair of Governors	Telephone: To be provided by the office abard@stjames-ceap-harlow.essex.sch.uk
Wendy Myers	Vice-Chair	Telephone: To be provided by the office wmyers@stjames-ceap-harlow.essex.sch.uk
Emma Wigmore	CEO Vine Academy Trust	01245 294496 Emma.Wigmore@vineschoolstrust.org
Duty	LADO (Local Designated officer)	03330 139797
Jo Barclay	LA's School's Safeguarding Adviser	03330 131078 jo.barclay@essex.gov.uk
Duty	Children and Families Hub	0345 603 7627 Essexeffectivesupport.org.uk
NSPCC	FGM Advice line	0800 0283550 fgmhelp@nspcc.org.uk
NSPCC	Whistleblowing advice line	0800 0280285 from 8am to 8pm Monday to Friday help@nspcc.org.uk
Essex Police	Safeguarding Advice or to report a crime	101 or if a child is at immediate risk 999
PREVENT	Children and Families Hub	0345 603 7627 Essexeffectivesupport.org.uk
	NSPCC Radicalisation Helpline	0808 800 5000

Updated June 2020 by GB

St James' CofE Primary School

Safeguarding Policy

Introduction

The action we take to promote the welfare of children and protect them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play in safeguarding children. This means that staff should consider at all times what is in the best interests of the child. The Children Act 1989 defines a child as being up to the age of 18 years old. It also defines significant harm and the roles and responsibilities of Children's Social Care and the Police.

Policy Aims

The purpose of this policy is to:

- Identify the names of responsible persons in the school and explain the purpose of their role
- Describe what should be done if anyone in the school has a concern about the safety and welfare of a child who attends the school
- Identify the particular attention that should be paid to those children who fall into a category that might be deemed "vulnerable"
- Set out expectations in respect of training
- Ensure that those responsible for recruitment are aware of how to apply safeguarding principles in employing staff
- Set out expectations of how to ensure children are safeguarded when there is potential to come into contact with non-school staff, e.g. volunteers, contractors etc.
- Outline how complaints against staff will be handled
- Set out expectations regarding record keeping
- Clarify how children will be kept safe through the everyday life of the school
- Outline how the implementation of this policy will be monitored.

This policy is consistent with all other policies adopted by the Governors and should in particular be read in conjunction with the following policies relevant to the safety and welfare of children:

- Attendance Policy
- Behaviour Policy
- Child Protection Policy
- Health and Safety Policy
- E -Safety Policy
- Anti-Bullying Policy
- Peer on Peer Abuse Policy and Procedure
- Whistleblowing Policy
- Code of Conduct

Child Protection Statement

At St James' we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to signs of abuse and neglect and follow our procedures to

Updated June 2020 by GB

ensure that children receive effective support, protection and justice. The procedures in this policy apply to all staff, volunteers and governors who must always **follow all of our** procedures.

This policy is one of the school's suite of safeguarding policies that are available on the school's website and referred to in the staff handbook. This policy has been developed to ensure that all adults in St James' Church of England Primary School are working together to safeguard and promote the welfare of pupils.

Staff at St James' are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned and staff members should always act in the best interests of the child.

Our core safeguarding principles are that:

- all staff must take responsibility to safeguard and promote the welfare of children
- all staff should be able to identify children who may benefit from early help
- all children will be treated equally and have equal right to protection, regardless of age, gender, ability, culture, race, language, religion or sexual identity
- all staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm
- all pupils and staff involved in child protection issues will receive appropriate support and training
- policies will be reviewed annually unless an incident, serious care review (SCR) or new legislation or guidance suggests the need for an interim review.

Safeguarding and promoting the welfare of children in our school is the responsibility of the whole school community. All adults working in this School (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead who is a member of the school's leadership team.

The Designated Safeguarding Lead (DSL) is:

Mrs Gina Bailey

The Deputy Designated Safeguarding Leads (DDSL) are:

Mrs Casey Cox.

Miss Nkechi Osakwe

Mrs Melanie Greig

Mrs Celina Walsham

(See Appendix iii)

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Updated June 2020 by GB

This policy has been developed in accordance with the principles established by the Children's Act 1989 and 2004; the Education Act 2002 and in line with government publications.

- Working Together to Safeguard Children (A guide to inter-agency working) see school website for current document.
- Keeping Children Safe in Education see website for current document.
- 'What To Do If You're Worried A Child Is Being Abused' (advice for practitioners) March 2015
- Safeguarding Disabled Children Practice Guidance July 2009

A copy of this policy and 'What to Do If You're Worried A Child Is Being Abused' March 2015 and 'Keeping Children Safe in Education' is available for all staff to read on the school staff network under 'safeguarding'. Senior leaders should ensure that mechanisms, such as regular safeguarding briefings & refreshers are in place to assist staff to understand and discharge their role and responsibilities as set out in part one of 'Keeping Children Safe in Education'.

This policy describes the management systems, and arrangements in place to create and maintain a safe learning environment for all St James' Church of England Primary School pupils and staff and to ensure that procedures and protocols are consistently followed. It identifies actions that should be taken to address any concerns about pupil welfare. The policy provides staff with the necessary information to enable them to meet their child protection responsibility's which are also set out in the Internal reporting procedures in appendix 1.

The DSL (Gina Bailey) has the ultimate responsibility for safeguarding and promoting the welfare of pupils. The Deputy Designated DSLs (DDSL) Casey Cox, Melanie Greig, Nkechi Osakwe and Celina Walsham can take on appropriate work BUT the ultimate responsibility is to the DSL. The school will ensure that either the DSL or DDSL's will be available during the school day or contactable by phone in an emergency.

Safeguarding and promoting the welfare of pupils goes beyond implementing basic child protection procedures. It is an integral part of all the activities and functions of St James' Church of England Primary School.

All new members of staff will be given a copy of this **policy** together with a copy of the school's internal reporting procedures to be followed upon induction and they are required to sign to state that they have read and understood it.

School Commitment and Aims

In accordance with 'Working Together to Safeguard Children' the school will ensure that appropriate procedures are in place for responding to situations in which they believe that a child has been abused or is at risk of abuse, including procedures to cover circumstances in which a member of staff is accused of, or suspected of, abuse.

Abuse is when a child is hurt or harmed by another person in a way that causes significant harm to that child and which may well have an effect on the child's development or wellbeing.

Significant harm can be caused by one traumatic event or a compilation of events that interrupt, change or damage the child's physical or psychological development.

At St James' Primary School we are committed to:

Updated June 2020 by GB

- maintaining children’s welfare as a paramount concern;
- providing an environment in which children feel safe, secure, valued and respected, confident to talk openly and sure that they will be listened to;
- providing suitable support and guidance so that pupils know how to approach adults if they are in difficulties or worried;
- including opportunities in the personal, social, health and economic (**PSHE**) and Relationship Sex Education (RSE) curriculum for children to develop the skills they need to recognise and stay safe from abuse;
- raising the awareness of all teaching, non-teaching staff and volunteers of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse;
- ensuring that all staff are able to recognise and are alert to signs of abuse;
- ensuring that all staff know to whom they should report any concerns or suspicions;
- ensuring that there is an effective structured internal reporting procedure in place to be followed by all members of the school community in cases of suspected abuse
- providing a systematic means of monitoring children who have been identified as “in need” or at risk of harm;
- keeping confidential records, which are stored securely and shared appropriately with other professionals;
- ensuring that procedures are in place for dealing with allegations of abuse against members of staff and volunteers;
- establishing effective joint working relationships with all other agencies, involved in safeguarding children and that the school contributes effectively to assessments of need and support plans;
- operating safe recruitment procedures and making sure that all appropriate checks are carried out on new staff who work with pupils
- ensuring that all adults (including other community users of our facilities) have been checked as to their suitability;
- working collaboratively with parents to build an understanding of the school’s duty to safeguard and promote the welfare of all children, including the necessity for child protection policies and procedure, information sharing and work in partnership with other agencies.

Ethos

St James’ Church of England Primary School aims to create and maintain a safe learning environment where all pupils and adults feel safe, secure and valued and know they will be listened to and taken seriously. The school implements policies, practices and procedures which promote safeguarding and the emotional and physical wellbeing of pupils and staff.

The pupils have access to appropriate curriculum opportunities, including emotional health and wellbeing, to support the development of the skills needed to help them stay safe and healthy, develop their self-esteem and understand the responsibilities of adult life, particularly in regard to child care and parenting skills.

Updated June 2020 by GB

Access to cross-curricular activities will provide opportunities to develop self-esteem and self-motivation and to help pupils respect the rights of others, particularly those groups who may be considered a minority.

The Curriculum

All pupils have access to an appropriate curriculum, differentiated to meet their needs. This enables them to learn to develop the necessary skills to build self-esteem, respect others, defend those in need, resolve conflict without resorting to violence, question and challenge and to make informed choices in later life.

Pupils are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote respect and empathy for others. There is access to information and materials from a diversity of sources which promote spiritual, moral, social, cultural (SMSC) well-being and physical and mental health.

PSHE, citizenship, RSE and religious education lessons will provide opportunities for pupils to address a range of subjects including lifestyles, forced marriage, family patterns, religious beliefs and practices and human rights issues. This curriculum supports children's personal development and will help to develop their understanding of how to stay safe.

All pupils know that there are adults in the school whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect.

Attendance and Exclusions

In accordance with the St James' Church of England Primary School Attendance Policy, absences are rigorously pursued and recorded. The school, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of pupils in its care.

Children who are looked after (LAC) and children on the child protection register are considered at high risk and vulnerable and therefore, if a child is absent from school for more than 1 day the DSL or DDSL's will be notified immediately by the school office.

St James' Primary School implements the statutory requirements in terms of monitoring and reporting children missing education (CME) and off-rolling and understands how important this practice is in safeguarding pupils.

Children who require access to alternative provision will have a personalised learning or behaviour support plan designed to meet their needs. Their attendance will be monitored by the office manager at St James' Primary School.

When an exclusion is being considered the Safeguarding Team will reference any safeguarding issues which can be taken into account prior to any decision about the exclusion being made.

Where it is felt that a child or young person is likely to be excluded a review of the pupil's EHC plan will be instigated to ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved.

Children Missing Education (CME)

Statutory guidance 'Children Missing Education' (November 2013) states key principles to enable local authorities to identify as far as possible children missing education and to get them back into education. St James' will ensure that attendance is monitored through the daily register and liaise with the EWO and should investigate any unexplained absences.

Attendance, absence and exclusions are closely monitored. A child missing from education is a potential indicator of abuse and neglect, including sexual abuse and child sexual exploitation. The DSL will monitor unauthorised absences and take appropriate action including notifying the local authority. Staff must be alert to signs of children at risk travelling to conflict zones, FGM and forced marriage. Where this is suspected the DSL will follow child protection procedures, however if a child is in immediate danger a referral will be made to children's services and to the police as appropriate.

The school will not take a child off role without knowing where their next educational provision will be. Children "educated at home" will be referred to the local authority team who deal with this.

Keeping Records

St James' Primary School will keep and maintain up to date information on pupils on the school roll including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies and any other significant event in a child's life. These records will be passed on to the next school attended by the child. Evidence of this transfer of records will be kept by the school for 15 years.

Roles and Responsibilities

All adults working with children have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the school. The names of those carrying these responsibilities for the current year are listed at the start of this document.

The DSL is responsible for ensuring that all action taken is in line with the Essex Safeguarding Children Board (ESCB) and SET Procedures (ESCB 2019). The role of the staff within this procedure is to contribute to the identification, referral and assessment of children in need, including children who may have suffered, are suffering, or who are at risk of suffering significant harm. Staff may also have a role in the provision of services to children in need and their families.

The role of the staff in situations where there are child protection concerns is **NOT** to investigate but to recognise and refer.

The Executive Headteacher will ensure that:

- The policies and procedures adopted by the governing body to safeguard and promote the welfare of pupils are fully implemented and followed by all staff, including volunteers.
- The procedures laid down by the SET Procedures are followed.
- Safe recruitment and selection of staff and volunteers are practiced.
- The DSL – while appropriate work can be carried out by the DDSL's- the ultimate responsibility lying with the DSL which cannot be delegated.

- The DSL receives appropriate on-going training at least every two years, including more frequent updates, support and supervision. The DSL acts as a source of support and expertise to the school.
- The DSL and DDSL's enable them to discharge their responsibilities, including attendance at inter-agency meetings, contributing to the assessment of pupils, supporting colleagues and delivering training as appropriate.
- All staff and volunteers receive appropriate training which is updated annually.
- All temporary staff and volunteers are subject to an induction and **made aware** of the school's safeguarding policy, internal reporting procedures and arrangements.
- All staff and volunteers feel safe about raising concerns about poor or unsafe practice in regard to the safeguarding and welfare of the pupils and such concerns will be addressed swiftly, sensitively and effectively.
- Parents/carers are aware of and have an understanding of the school's responsibilities to promote the safety and welfare of its pupils
- Confidential child protection files are securely stored in a separate locked filing cabinet apart from normal pupil records.
- The school's safeguarding and associated suite of policies are regularly reviewed and updated annually and the school complies with ESCB procedures.
- The school operates safer recruitment and selection practices including appropriate use of references and checks on new staff, governors and volunteers are kept on the single central record of recruitment checks. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation and in accordance with the schools Recruitment Policy.
- Procedures are in place for dealing with allegations of abuse against members of staff and volunteers and these are in line with local procedures and the school's policy on Managing Allegations Against Staff.
- All staff and volunteers who have regular contact with pupils receive appropriate training which is up-dated by **refresher training** every year.

Governing Body

The chair of governors and the governing body takes its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure that adequate arrangements are in place to identify, assess and support those children who are suffering harm.

A member of the governing body is identified as the link designated governor for Safeguarding (**Ann Bard**) and receive appropriate training. The identified governor will provide the governing body with appropriate information about safeguarding and will liaise with the DSL. He or she will visit the school at least three times a year to review safeguarding policy and practice and specifically to personally check the completeness of the single central record of recruitment checks and prohibition checks. Random sampling of staff files is also carried out.

Updated June 2020 by GB

Every half term the health and safety governor carries out a walk around the school with the Executive Headteacher, premises manager to check for any concerns /hazards with the Executive Headteacher.

The Designated Safeguarding Lead

At St James' School the DSL is a key member of the Senior Leadership Team and has a specific responsibility for championing the importance of safeguarding and promoting the welfare of pupils registered in the school.

The DSL will:

- Act as the first point of contact with regards to all safeguarding matters.
- Attend DSL up-dated training every two years and keep up to date with safeguarding developments at least annually.
- Provide support and training for staff and volunteers and make sure that they receive refresher training annually.

Ensure that the school's actions are in line with the SET Procedures framework:

- Refer cases of suspected abuse or allegations to the C&F Hub, if a child is at immediate risk they should phone, otherwise submit a request for support on <https://www.essexeffectivesupport.org.uk/>
- Inform parents of referral unless it would pose a risk to the child.
- Represent or ensure representation at inter-agency meetings, in particular conferences, strategy meetings, core groups and network meetings.
- Ensure Section 17 and section 47 forms are completed and returned within 24 hours of receipt.
- Ensure written reports are provided to the family and chair of conference at least 48 hours before an initial CP conference and five days before a Review CP conference using the agreed template.
- Ensure that leaders effectively monitor children about whom there are concerns.
- Keep copies of all referrals to external agencies related to safeguarding pupils.
- Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction.
- Manage and keep secure and rigorous safeguarding records.
- Ensure that all staff and volunteers understand and are aware of the school's reporting and recording procedures and are clear about what to do if they have a concern about a child.
- Ensure that the safeguarding policy is reviewed and up-dated annually.
- Publish a copy of the safeguarding children policy on the school website.
- Keep up to date with changes in local policy and procedures and are aware of any guidance issued by the Department for Education (DFE) concerning Safeguarding.
- Send a pupil's child protection or safeguarding file separately from the main file to a new establishment if a pupil leaves the school. Keep a copy of the file.
- Ensure that any absence of one day, without satisfactory explanation, of a pupil who has a child protection plan is referred to their Access and Attendance Officer and / or Social Worker within 24 hours.

Updated June 2020 by GB

Safer Recruitment and Selection of Staff

The school will follow guidance set out in Keeping Children Safe in Education and in line with Local Authority and Local Safeguarding Board procedures by carrying out the required checks by undertaking enhanced DBS checks of all staff, governors and volunteers, verifying the applicant's identity, qualifications and work history. These checks include ensuring that a member of staff is not prohibited from engaging in a management role.

- Recruitment adverts will highlight the priority that the school places on this and the schools commitment and priority to safeguarding. At least one member of the recruitment panel will have attended safer recruitment training within the last three years.
- All relevant staff involved in early year's settings and /or before and after school care for children under 8 years of age) are made aware of the disqualification and disqualification by association legislation and their obligations to disclose relevant information to the school.
- The school obtains written confirmation from supply agencies or third party organisations that agency staff or others who may work in the school have been appropriately checked.
- Trainee teachers will be checked either by the school or the training provider from whom written confirmation is required.
- The school maintains a single central record of recruitment checks undertaken and this is inspected every term by the safeguarding governor.

Site Security

Visitors to the school are required to:

- sign in the visitor's book and provide evidence of their identity eg. Driving licence, Professional organisation ID, copies of which are retained on site and stored securely.
- If they provide evidence of a DBS, they will be provided with a **green visitor lanyard**.
- If no DBS is provided, then a **red visitor lanyard** will be worn, informing all staff that they cannot be unsupervised. Any visitor without an up to date DBS will be escorted around the building at all times by a member of staff.
- Parents who are delivering or collecting their children do not need to sign in, however if they are meeting a member of staff, will need to sign in and be provided with a **red visitor lanyard**.

All visitors are expected to observe the schools safeguarding and health and safety regulations and will be provided with the school's safeguarding advice leaflet.

Volunteers

Volunteers, including governors will undergo checks commensurate with their work in the school, their contact with children and supervision provided to them. All volunteers will have had a DBS check completed by St James'.

Third Parties

Police, Health, OFSTED, Local Authority and Social Care visitors presenting formal identification will be allowed regulated access to the school, these visitors must sign in.

All third-party visitors will be allowed regulated access to the school, if confirmation of safeguarding checks has been provided and received by the school (in advance) for the individual - by the third

Updated June 2020 by GB

party. These visitors will be issued with a green lanyard once ID has been seen and they have signed in.

Any other visitors, must have informed the school in advance of the visit, must provide ID, will not be allowed to work unsupervised during the school day, will be provided with a **red visitor lanyard** and will be accompanied by a member of staff at all times.

Working with Other Agencies

St James' Primary School has developed effective links with other relevant agencies and co-operates as required with any enquiries regarding child protection issues. The school will notify relevant external agencies if:

- A child subject to a child protection plan is about to be excluded.
- There is an unexplained absence of a pupil who is subject to a child protection of more than one day from school.
- It has been agreed as part of any child protection plan or core group plan

Confidentiality and Information Sharing

Staff ensure that confidentiality protocols are followed and information is shared appropriately. The Executive Headteacher or the DDSL discloses any information about a pupil to other members of staff on a need to know basis only. Staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for pupil and staff involved but to ensure that information released into the public domain does not compromise evidence.

However, following a number of high-profile publicised cases where serious case reviews have taken place, where senior leaders have failed to act upon concerns raised by staff, the new guidance 'Keeping Children Safe in Education' emphasises that **any** member of staff can contact children's social care if they are concerned about a child. The telephone number for children's social care for Harlow is the C&FH on 0345 603 7627 and you will be able to speak to the Triage Services.

Please see the Eight Golden Rules for Information Sharing. **(Appendix ii)**

All staff and volunteers must understand that they have a professional responsibility to share information with other agencies in order to safeguard pupils. All staff and volunteers must be clear with pupils that they cannot promise to keep secrets.

Child protection information will be stored and handled in accordance with the Data Protection Act 1998. Information sharing is guided by the following principles. The information is:

- Necessary and proportionate
- Relevant
- Adequate
- Accurate
- Timely
- Secure

If a telephone call is received requiring information sharing, the DSL/DDSL must check the identity of the caller by calling back via a main switchboard.

Updated June 2020 by GB

Training for Staff and Volunteers

The DSL and DDSL undertakes enhanced ongoing training in order to undertake their roles in addition to Child Protection training, and refresher training every two years.

Full safeguarding **annual** training drawing upon the latest national and local guidance is provided for all staff, governors and volunteers. Induction training includes basic safeguarding information about the school's policies and procedures, signs and symptoms of abuse (emotional, physical and sexual) and physical neglect, how to manage a disclosure from a child as well as when and how to record a concern about the welfare of child.

Please see attached flow chart which illustrates the internal reporting procedures to be followed after a disclosure is made. **(Appendix i)** Basic safeguarding rules and procedures are also included in the staff handbook.

Staff training includes training on Prevent and all staff will undertake online training records of which will be held by the DSL.

Vulnerable Groups/ Children with Special Educational Needs and Disabilities (SEND) / Children Who Are Looked After (LAC)

All children deserve the opportunity to reach their full potential and the purpose of all intervention is to safeguard and promote the welfare of the child. Children with special educational needs and or disabilities (SEND) are at an increased risk of being abused compared with their non-disabled peers.

These children can face additional safeguarding challenges. Additional barriers exist when recognising abuse and neglect in this group of children, these can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- The potential for children with special educational needs and or disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- Communication barriers and difficulty overcoming these barriers

Some children may have an increased risk of abuse. Many factors contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur. To ensure that all of our pupils receive equal protection we will give special consideration to children who are:

- Disabled or have learning or behaviour difficulties
- young carers
- affected by parental substance misuse, domestic violence or mental health needs
- asylum seekers
- living away from home
- vulnerable to being bullied or engaging in bullying
- living in temporary accommodation

Updated June 2020 by GB

- at risk of CSE
- at risk of FGM
- at risk of forced marriage
- do not have English as a first language
- live transient lifestyles
- living in chaotic and unsupportive home situations

This list is not exhaustive.

Child abuse is defined within procedures as physical abuse (including female genital mutilation), emotional abuse (including that arising from domestic violence and forced marriage), sexual abuse (including the sexual exploitation associated with child prostitution) and physical neglect, which the person with custody, or charged with care of the child, causes or knowingly fails to prevent. In addition to the universal indicators of abuse / neglect, in the case of a disabled child the following abusive behaviours must also be considered:

- force feeding
- unjustified or excessive physical restraint
- rough handling
- extreme behaviour modification including the deprivation of liquid, medication, food or clothing
- misuse of medication, sedation, heavy tranquillisation
- invasive procedures against the child's will
- deliberate failure to follow medically recommended regimes
- misapplication of programmes or regimes

The most common reason for children becoming looked after (LAC) is as a result of abuse or neglect. The school ensures that staff have the necessary skills and understanding to keep LAC safe. Appropriate staff have information about a child's 'looked after' status and care arrangements, including the level of authority delegated to the carer by the local authority looking after the child. The Inclusion Manager and the DSL have details of the child's social worker and the name and contact details of the local authority's virtual head for children in care.

Recording and Reporting Concerns

There is no individual discretion allowed to any member of staff who has knowledge or suspicion that a child might be at risk of child abuse. In child protection matters the child protection procedures must be followed at all times. Any knowledge or suspicion the child may be at risk must be reported to the DSL immediately, to ensure that help and any intervention necessary to protect the child is accessed as early as possible. The schools internal reporting procedures **MUST** be followed.

Concerns for pupils and in particular those with special educational needs and or disabilities may come to the attention of staff in a variety of ways, for example through observation of behaviour, injuries or disclosure. The following should trigger concern:

- when there is a suspicion that an injury maybe non-accidental
- when there are signs of neglect

Updated June 2020 by GB

- when a child displays behaviour unusual for that particular child, for example – aggression, withdrawal, depression, or demonstration of inappropriate sexual behaviour or anxiety at home time.
- when a child fails to thrive.
- when a child discloses abuse, or describes something, which may be associated with abuse (sexual and non-sexual abuse).
- when you are worried about a child / young person for any reason.

All staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously. If a concern arises all staff, volunteers and visitors must:

- speak to the DSL or the DDSL who acts in their absence
- agree with this person what action should be taken, by whom and when it will be reviewed
- record the concern using the school's safeguarding pink reporting form found in the staffroom, this must be given in person to the DSL/DDSL
- It is important that records are factual and reflect the words used by the pupil. Opinion should not be given unless there is some form of evidence base, which can also be quoted. Records must be signed and dated with timings if appropriate.
- Please refer to the Child Protection flowchart displayed around the school for further advice.

If a child discloses sexual abuse or sexual abuse is suspected, the child must not be questioned and parents must not be informed until social care services and the police child abuse investigation team (CAIT) have been informed and advice given.

Informing Parents/Carers of Concerns

St James' Primary School's approach to working with parents/carers is one of transparency and honesty and the school's responsibility is to safeguard and promote the welfare of all the pupils in its care. The school aims to do this in partnership with its parents/carers. In most cases, parents and carers will be informed when concerns are raised about the safety and welfare of their child. Parents and carers should be given the opportunity to address any concerns raised. Parents and carers will be informed if a referral is to be made to an external agency unless it is believed that by doing so would put the child at risk. In such cases the DSL or DDSL will seek advice from the Children's Social Services team.

Domestic Abuse

The school is aware that pupil's development, as well as their social and emotional resilience, is affected by many factors including exposure to domestic abuse within the family situation and that this is a safeguarding issue.

Pupils react to domestic abuse in similar ways to other types of abuse and trauma Information about Domestic Violence and its effect upon pupils will be incorporated into staff Safeguarding and Child Protection training and briefings and the school's Safeguarding and Child Protection's Policies and Procedures will be used to protect pupils exposed to, and at risk from domestic abuse. Any child or young person thought to be at immediate risk will be reported without delay to the police service as a 999 emergency and the C&F Hub will be contacted as soon as possible.

Updated June 2020 by GB

Honour Based Violence (HBV) And Forced Marriage

The school is sensitive to differing family patterns and lifestyles and child-rearing patterns that vary across different racial, ethnic and cultural groups. Forced marriage is a form of child, adult and domestic abuse and, in line with statutory guidance, is treated as such by the school. Child abuse cannot be condoned for religious or cultural reasons.

Honour- based violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and /or community, including FGM, forced marriage and practices such as breast ironing. All forms of HBV are abuse.

A forced marriage is one in which a female (and sometimes a male) does not consent to the marriage but is coerced into it. Coercion may also involve physical and sexual violence, psychological, financial and emotional pressure. A forced marriage is not the same as an arranged marriage. In an arranged marriage, which is common in several cultures, the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the respective spouses. Some communities use religion and culture as a way to coerce a person into marriage. The DSL and or member of staff will contact 101 for safeguarding advice or to report a crime.

If a case of forced marriage is suspected, parents and carers will not be approached or involved about a referral to any other agencies.

Child Sexual Exploitation (CSE)

Involves situations, contexts and relationships where vulnerable young people receive something in exchange for sexual activity. This can include food accommodation, drugs, alcohol, gifts, money or some cases simply affection. CSE can take many forms ranging from seemingly consensual relationships where sex is exchanged to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship.

The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. CSE involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying, cyber bullying and grooming. It is important to recognise that young people who are being sexually exploited often do not exhibit any signs of this abuse.

CSE is a serious crime and can have a long-lasting adverse impact on a child's physical and emotional health. It may also be linked to child trafficking.

Female Genital Mutilation (FGM)

What is FGM?

It involves procedures that intentionally alter and injure the female genital organs for non-medical reasons.

There are 4 types of procedure:

Type 1: Clitoridectomy – partial/total removal of clitoris

Type 2: Excision – partial/ total removal of clitoris and labia minora

Type 3: infibulation entrance to vagina is narrowed by repositioning the inner/outer labia

Type 4: All other procedures that may include: pricking, piercing, incising, cauterising and scraping the genital area.

Updated June 2020 by GB

Why is it carried out? Belief that:

- FGM brings status/respect to the girl – social acceptance
- Preserves a girl's virginity
- Part of being a woman/rite of passage
- Upholds family honour
- Cleanses and purifies the girl
- Gives a sense of belonging to the community
- Fulfils a religious requirement
- Perpetrates a custom/tradition helps a girl to be clean /hygienic
- Is cosmetically desirable
- FGM is internationally recognised as a violation of human rights of girls and women. It is illegal in most countries including the UK. The FGM Mutilation Act 2003 makes it an offence.

Indicators that FGM may be about to occur;

- Child talking about getting ready for a special ceremony
- Family taking a long trip abroad
- Child talks about being 'cut'

Physical signs and indicators it may have occurred;

- Pain/itching, bruising in genital or anal area
- Stomach pains or discomfort when walking or sitting
- Unexplained bleeding in genital area
- Bladder or menstrual problems
- Secretive behaviour
- Repeated urinal tract infection
- Reluctance to take part in PE
- Prolonged absence from school

Serious Crimes Act 2015- The act also introduces measures to enhance the protection of vulnerable children and others, including by strengthening the law to tackle female genital mutilation (FGM) and domestic abuse.

Professionals in all agencies need to be alert to the possibility of a girl being at risk of FGM or having already suffered FGM. There is a range of possible indicators that a child or young person may be at risk of FGM which individually may not indicate risk but if there are two or more indicators this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practice FGM. It should be noted that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

The updated guidance 'Keeping Children Safe in Education, requires mandatory reporting requirement for teachers to police should they discover FGM appears to have been carried out on a child under the age of 18.

If it is suspected that FGM will happen or has happened then:

Updated June 2020 by GB

- Seek advice from Children and Families Hub 0345 603 7627
- Seek further guidance from NSPCC telephone number 0800 028 3550 or via email fgmhelp@nspcc.org.uk

Child Trafficking

Human Trafficking is the movement, abuse and exploitation of women, men and children for gain. It involves the movement of individuals across international borders as well as within internal borders, by force, coercion or deception with a view to exploiting them. DFE guidance 2014.

Child trafficking is child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold. They are often subject to multiple forms of exploitation. Children are trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs, bag theft.

Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another. St James' School will report to the local authority any cases where there is suspicion of child trafficking.

Personal Care

Intimate care cannot be provided for individuals, unless the child has an EHC plan specifying a diagnosed medical condition and it appears on their care plan. In all cases, two trained adults will need to be present, one to carry out a supervisory role, the second to provide hover support in the vicinity who is aware of the task to be undertaken, protecting the child's dignity, whilst acknowledging professionals safeguarding requirements. They should be, where possible, visual or audible.

Pupil's must be encouraged to clean the intimate area independently, Staff can provide wipes etc to support the child. All instances of intimate care should be logged on the appropriate form. Please refer to the Continence Policy.

Child Protection Conferences and Core Group Meetings

Members of staff who are asked to attend a child protection conference or other relevant core group meetings about an individual pupil will need to have as much relevant updated information about the pupil as possible. A child protection conference will be held if it is considered that the pupil is suffering or at risk of significant harm.

All reports for a child protection conference should be prepared in advance of the meeting and will include information about the pupil's physical, emotional and intellectual development and well-being as well as relevant family related issues. This information will be shared with the parents/carers. The DSL will ensure written reports are provided to the family and Chair of

Updated June 2020 by GB

Conference at least 48 hours before an initial CP Conference and 5 days before a Review CP conference using the agreed template.

Managing Allegations and Concerns Against Staff & Volunteers

The school follows the procedures recommended by the local authority and the Essex Safeguarding Children Board (ESCB) when dealing with allegations made against staff and volunteers.

If suspicions of abuse relate to any member of the school's staff or volunteer they must be reported to the Head of School/Executive Headteacher. The Head of School/Executive Head teacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO).

If suspicions of abuse, relate to the **Executive Headteacher** they must be reported direct to the **Chair of Governors** who will inform the Chair of Governors who will in turn consult with the Local Authority Designated Officer (LADO).

All allegations made against a member of staff and volunteers, including contractors or visitors working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made. Guidance is provided within part 4 of Keeping Children Safe in Education (KCSIE)

Complaints or Concerns by Pupils, Staff or Volunteers

Any concern or expression of disquiet made by a pupil, member of staff or volunteer will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare.

St James' Church of England Primary School will make sure that the pupil or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint. The school will endeavour to keep the pupil or adult informed about the progress of the complaint/expression of concern.

Abuse of Position of Trust

All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

Staff understand that under the Sexual Offences Act 2003 it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18 where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of staff and a pupil under the age of 18 may be a criminal offence.

Whistleblowing

We recognise that children and young people cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about attitudes or actions of colleagues. Staff who are concerned about the conduct of a colleague towards a pupil are undoubtedly placed in a difficult situation. They may worry they have misunderstood it and wonder whether a report could jeopardise their colleagues' career. All staff must remember the welfare of the child is paramount.

Updated June 2020 by GB

All concerns of poor practice or possible child abuse by colleagues should be raised directly with the Executive Headteacher. Complaints about the Executive Headteacher should be made to the Chair of Governors, Ann Bard. Concerns regarding the Chair of Governors should be referred to Emma Wigmore (CEO Vine Trust).

Governor contact details can be requested from the school office.

Staff may also report their concerns directly to children's social care or the police.

Staff may contact the **NSPCC directly on 0800 028 0285 from 8.00am to 8.00pm Monday to Friday or email help@nspcc.org.uk**

Physical Intervention / Positive Handling

Our policy on physical intervention / positive handling by staff is set out separately, as part of our Physical Intervention Policy. It complies with DfES guidance on positive handling strategies (2001) and circular 10/98, 'The Use of Force to Control or Restrain Pupils'. This guidance states that staff must only ever use physical intervention as a last resort, e.g. when a child is endangering him/herself or others and that, at all times it must be the minimal force necessary to prevent injury to another person.

Such events should be recorded making use of the school's Physical Intervention Record form and signed by a witness. Staff who are likely to need to use physical intervention should be appropriately trained. We understand that physical intervention, of a nature which causes injury or distress to a child, may be considered under child protection or disciplinary procedures.

Anti-Bullying

Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. See Anti-Bullying policy and Peer on Peer Abuse Policy and Procedure.

E-Safety

We are committed to using Information and Communication Technology and all it offers to promote learning in the most effective and appropriate way at St James' - for the benefit of our pupils, staff and community. To this end, we have developed this Acceptable Use Policy, to provide safeguards and ensure that all members of our Academy community understand the benefits, risks and what is expected of them when they use ICT in the learning environment.

Our policy consists of:

- Statements outlining our Academy's approach and attitudes towards using Information & Communications Technologies safely and responsibly
- Clear guidelines and rules for acceptable use of ICT.
- There are also Internet Use Agreements, to be signed by parents, staff and pupils

The Academy's ICT subject leader will also act as the e-safety coordinator. The e-Safety Policy and its implementation will be reviewed regularly to ensure that it remains fit for purpose, see e-safety Policy for more details.

Updated June 2020 by GB

Health & Safety

Our Health & Safety policies, set out in separate documents, reflect the consideration we give to the protection of our children both physically within the school environment and, for example, in relation to internet use, and when away from the school when undertaking school trips and visits.

Risk assessments are in place for all activities, and these must be shared and updated with staff regularly. The individual risk assessments are completed for any child or group who are vulnerable where special arrangements need to be made.

Radicalisation and Extremism And The Prevent Duty

From July 2015 all schools are subject to a duty under section 26 of the Counter Terrorism and Security Act 2015. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme via the C&F Hub on 0345 603 7627.

In the case of an imminent threat ask for advice from the Police on 101 or dial 999.

The government defines extremism as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Some children are at risk of being radicalised, adopting beliefs and engaging in activities which are harmful, criminal or dangerous. Islamic extremism is the most widely publicised form and schools should also remain alert to the risk of radicalisation into white supremacy extremism.

All school staff including governors receive 'Prevent' training to help identify signs of extremism and opportunities are provided in the curriculum to enable pupils to discuss issues of religion, ethnicity and culture.

The school ensures that children are safe from terrorist and extremist material when accessing the internet in school.

The school is required to:

- Teach a broad and balanced curriculum which promotes spiritual, moral, cultural, mental and physical development of pupils and prepares them for the opportunities, responsibilities and experiences of life and must promote community cohesion
- Be safe spaces in which children / young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas
- Be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues

Safe and Successful Drop Off and Collection Of Children

In a case of non-collection, having exhausted all contacts for a pupil, St James' School will contact the C&F Hub (0345 603 7627) keep the children safe in school until an emergency social worker is able to attend at school and make alternative arrangements for the children.

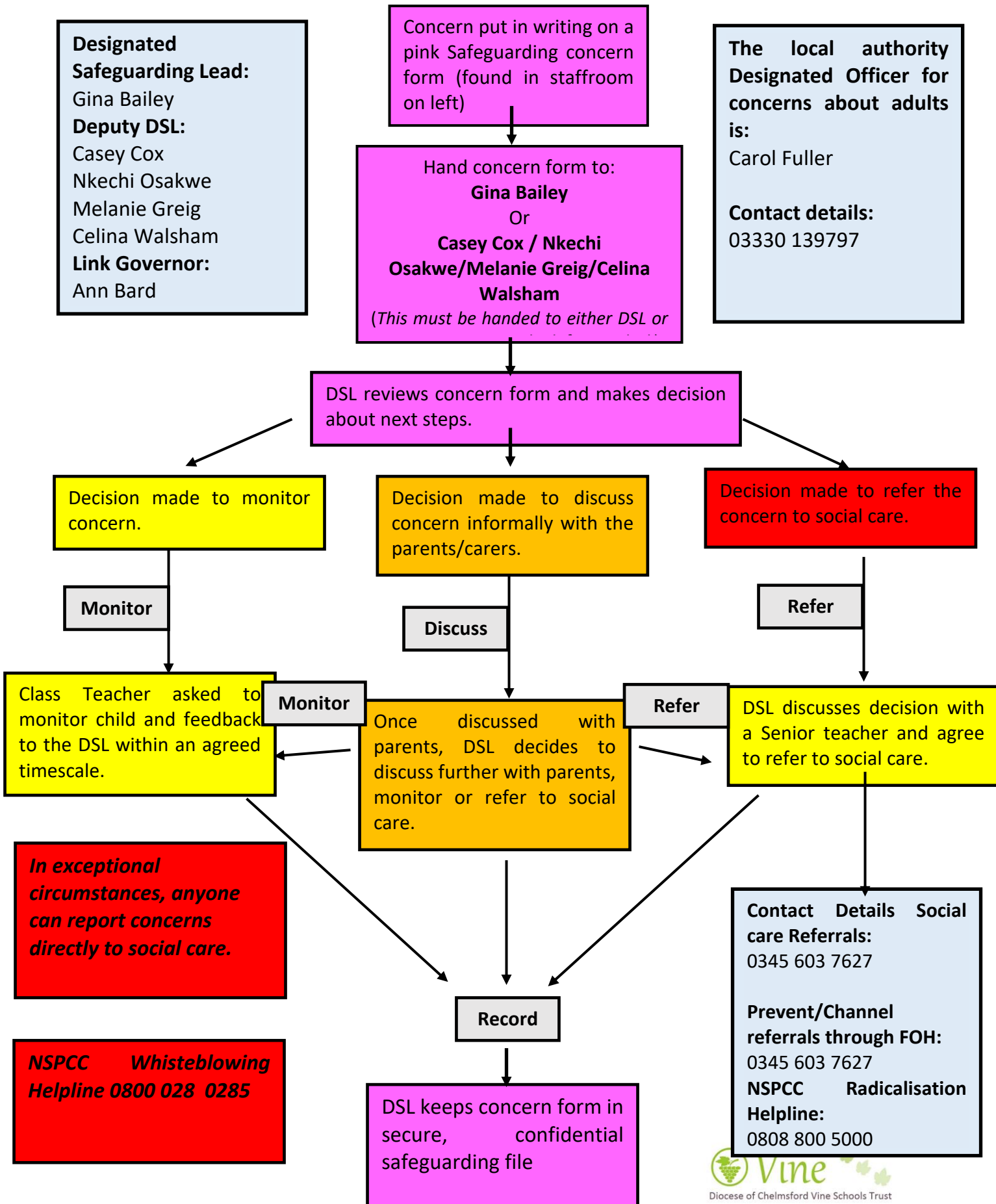
Updated June 2020 by GB

Peer on Peer Abuse

Keeping Children Safe in Education 2016 states that 'Governing bodies and proprietors should ensure their child protection policy includes procedures to minimise the risk of peer on peer abuse and sets out how allegations of peer on peer abuse will be investigated and dealt with'.

St James' School has a separate Policy and Procedure on peer on peer abuse.

Appendix i: FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD



Appendix ii: Eight Golden Rules for Information Sharing

- 1.** Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
- 2.** If there are concerns that a child may be at risk of significant harm or an adult at risk of serious harm, then it is your duty to follow the relevant procedures without delay. Seek advice if you are not sure what to do at any stage and ensure that the outcome of the discussion is recorded.
- 3.** Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- 4.** Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
- 5.** Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You should go ahead and share information without consent if, in your judgement, that lack of consent can be overridden in the public interest, or where a child is at risk of significant harm. You will need to base your judgement on the facts of the case.
- 6.** Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- 7.** Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- 8.** Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Are you concerned about a child?

If you are concerned about a child:

**Write your concern on a pink form found behind
the door in the staffroom
(Include day, time, other witnesses, concern and
your signature)**

You must share your concern without delay!



Mrs Gina Bailey
Safeguarding Lead



Mrs Casey Cox
DDSL



Miss Nkechi Osakwe
DDSL



Mrs Melanie Greig
DDSL



Mrs Celina Walsham
DDSL